

# 2016 Hometown Holidays

## Holiday Market Vendor Guidelines

### Hometown Holidays Craft Fair Details

Date: Friday, December 2, 2016

Location: Mansfield Activities Center (MAC)  
106 S. Wisteria St.  
Mansfield, TX 76063

Hours: Setup: 1-4pm (setup MUST be completed by 4pm)  
Open to Public: 5-9pm  
Breakdown: 9-10pm

### General

- Hometown Holidays Holiday Market is a juried **arts and crafts** fair. Only Applicants that have submitted an application, have been accepted as a vendor, and have paid will be permitted to participate as vendors in the Hometown Holidays Holiday Market.
- Submission of an application does not guarantee acceptance, nor does previous participation in a City of Mansfield event. Each event is considered separately.
- **Booth Fees:** Booths are \$40 each and approximately 10'x10'. Limited electricity is available for \$10. Limited tables are available for \$10 each. Each booth will be provided 2 chairs.

### Application Process

- Each proposed arts and crafts vendor must submit a Vendor Application (with all required materials) for the 2016 Hometown Holidays Holiday Market. All applications must be received no later than Saturday, October 15<sup>th</sup>.
- Wait List: A wait list will be established for Applicants after the capacity has been met. Applicants will be notified of their acceptance as vendor if a spot becomes available. Payment will be due at time of acceptance.
- Fees: All fees of accepted vendors will be due by Wednesday, October 26, 2015. Payment is **NOT** due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Activities Center (MAC). If payment has not been received by the payment due date, the next vendor on the wait list will be contacted.
- Please read the application carefully. Incomplete applications may not be considered.

### Booth Assignments / Set-up

- Booth set-up time will be provided to Vendors before the Holiday Market between 1-4pm. All Vendors **MUST** be set up by 4pm on Friday, December 2.
- When you arrive, stop by the front desk of the MAC to pick up your vendor packet.
- You may enter through the front doors of the MAC, side doors between the MAC and the library, or back doors behind the gym. The garage door in the gym will also be open for access to the gym (weather permitting).
- Please do not move to another booth space or swap booth locations with another vendor. Booths are carefully assigned to avoid direct competition.
- Two chairs will be provided with every booth.
- Table rentals need to be reserved on the Vendor Application and will be paid for in advance, if accepted. Tables will be available upon the Vendor's arrival for booth set-up. A limited number of tables are available; tables will be provided on a first come, first serve basis.
- Electrical outlets need to be reserved on the Vendor Application and will be paid for in advance, if accepted. A limited number of electrical outlets are available. Vendors will be responsible for their own extension cords. Electricity will be provided on a first come, first serve basis.
- One vendor per direct sales company will be allowed (not all companies guaranteed a booth).
- Some vendors may have competing products, but care is taken to limit the amount of competition.

### Booth Guidelines

- Each Vendor shall operate its business during the 2016 Hometown Holidays Holiday Market in a good and workmanlike

manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of the Mansfield Activities Center and the City of Mansfield.

- Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL** hours of Hometown Holidays unless given specific permission by the Recreation Coordinator for the Mansfield Activities Center. **No Vendor will break-down before 9pm.** Each Vendor must vacate the premises by 10pm.
- **Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application.** Hometown Holidays staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
- Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. Hometown Holidays and the Mansfield Activities Center will not be able to make change.
- Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the Mansfield Activities Center and Hometown Holidays harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The City of Mansfield does not guarantee sales at Hometown Holidays.

#### **Clean-up**

- No Vendor shall breakdown before 9pm. Each Vendor must vacate the premises by 10pm.
- You may leave rented tables in your booth space.
- Booth area must be left clean. Trash must be left in receptacles or carried out.

#### **Cancellations**

- If you need to cancel your Vendor Application before the application deadline, please notify us as soon as possible.
- No refunds will be made to Vendors who cancel after they have been given their acceptance to Hometown Holidays Holiday Market and have paid.
- If you cannot make it on the day of Hometown Holidays, call 817-728-3683 or email [mary.jones@mansfieldtexas.gov](mailto:mary.jones@mansfieldtexas.gov) as early as possible (no refunds will be issued).
- Hometown Holidays may be rescheduled, if needed, due to inclement weather. If this occurs, vendors will be refunded their money.

#### **Parking**

- We will have designated vendor parking. If accepted, Vendors will be notified of where to park.

#### **Miscellaneous**

- Vendor Health Permits: Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by Tarrant County Health Department. Vendors will be required to display a current Health Permit issued by Tarrant County, if applicable.
- If you need assistance at any time during Hometown Holidays, please let one of our staff know. Staff is able to watch your booth for a few minutes if you need to use the restroom or purchase food.

**Please keep the Vendor Guidelines for future reference and for your records.**